

## DUTY STATEMENT

<b>Classification:</b> Associate Energy Specialist (EFF)	<b>Position No.</b> 420-4938-001
<b>CBID:</b> R10	<b>Office:</b> Buildings and Appliances
<b>Date Prepared:</b> December 16, 2008	<b>Division:</b> Efficiency and Renewable Energy Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Buildings and Appliances Office of the Efficiency and Renewable Energy Division. The incumbent will perform complex technical and analytical work supporting the adoption, updating and implementation of the Energy Efficiency Standards for newly constructed buildings and additions and alternations to existing buildings. The Associate Energy Specialist will analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the Standards and the development of programs for improving energy efficiency beyond the minimums set by the Standards. The mission of the unit is to develop, implement, and maintain economic, cost-effective Standards and to coordinate and support such Standards with outreach and education programs.

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

### **DUTIES AND RESPONSIBILITIES:**

- 30% Manage projects. As project manager, responsibilities will include preparation of the project concept, plan and milestones. Further responsibilities will include the necessary analytical work to accomplish the milestones and follow-up activities as necessary. These projects will support the adoption, updating and implementation of the Energy Efficiency Standards for newly constructed buildings and additions and alternations to existing buildings. The also support the achievement of California's policy goals regarding Standards adoption and implementation and development of approaches to improve the energy efficiency of existing residential and nonresidential buildings.(E)
- 30% Manage contracts. As contract manager, responsibilities will include preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)

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- 15% Prepare technical analyses for promoting energy conservation and efficiency technologies. (E)
- 10% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Prepare reports on project, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
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Date	
Associate Energy Specialist (EFF)	Smita Gupta Energy Commission Sup II (Eff)      Date